

**SECRET** (When Filled In)

AREA OR COUNTRY(S)	ORGANIZATION	FUNCTIONS & TOPICS	PERSONALITIES	DOCUMENT
HQ	Career	Function Awards		DATE: 19 June 1952
	Service	Organization		
	Board	Career Benefits		
	Personnel	Training		
	Office OTR	Selection		CLASS.: S
	CIA DD/A	Rotation		NO.:
IDENTIFICATION OF DOCUMENT (author, form, address, title & length) Notice 78-52 Subject: CIA Career Service Program (26 pp.)				LOCATION: HS/HC-131B Item 2 ✓

**ABSTRACT**

This paper devised a Career Service Program that developed and effectively used and rewarded individuals who have the skills required by CIA. The organization and function of the Career Service Boards are given. The Personnel Evaluation Report is proposed in draft form along with proposals for executive inventory, selection and training, rotation, career benefits, and an Honor Awards program. A list of members of the Board is also given.

Approved For Release 2002/01/04 : CIA-RDP84-00022R000400030003-5

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AREA OR COUNTRY(S)	ORGANIZATION	FUNCTIONS & TOPICS	PERSONALITIES	DOCUMENT
HQ	Personnel	Functions		DATE: Circa
	Office	Organization		March 1952
	CIG	T/O		
	SSU	Policy		
	OSS	Personnel		CLASS.: S
	CIA	History		NO. 1
IDENTIFICATION OF DOCUMENT (author, form, address, title & length)				LOCATION:
History of Office of Personnel (37pp.) with back up papers by [REDACTED] 25X1A				HS/HC-131A Item 1

**ABSTRACT**

This item is a history of the Office of Personnel with accompanying backup papers. The history covers from the Office's predecessor in OSS, SSU, and CIG to 1954. The functions, organization, personnel, problems and policies of the Office are described. The backup papers included are: Historical Statement of the Personnel Office (12pp.), Remarks on Personnel (26pp.), Statement of Purpose, Accomplishments and Program Outlook (Office of Personnel) (35 pp.), number and status of CIA personnel on duty, memo on pre-CIA Personnel Office (2pp), T/O's (1953,1956), questions on Personnel Office (6pp.), two memos on organization.

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